

Metro Nashville's ePermits System

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Getting Started

1. Open a web browser and then open the following location: <https://ePermits.Nashville.gov>
2. The ePermits main page will load.
3. Users can search for permits, apply for new permits, renew permits, pay for permits, schedule some inspections, and renew trade contractor licenses. Available functions depend on the department's requirements and the need to be a registered licensed contractor.

The screenshot shows the Nashville ePermits website. The header includes the logo and a home icon. The main navigation menu on the left is divided into sections: General Information (Contact Us, Terms Of Service, Privacy Policy), Codes Permits (Apply for a Building/Trade Permit, Apply for a new Landlord Permit, Renew a Landlord Permit, Renew Short Term Rental Permit), Alarm Registration Permit (Apply for a Permit, Renew Alarm Permit), and Fire Permits (Apply for a Permit). The main content area features tabs for Permit, License, and Complaint. Below the tabs is a search bar and a search filter section with buttons for PERMIT #, ADDRESS (selected), APN, OWNER, and CONTRACTOR, along with an Advanced search option. The main text welcomes users to the Online Permits System and lists several categories of permits and licenses with their respective user actions:

- Codes Permits:** Registered contractors can apply for new plumbing, electrical, gas/mechanical, and residential I number, company name, full address, phone number, fax number and email address. Trade Per
- Trade Licenses:** Registered users can renew online. Public users can search for licenses.
- Beer Board Permits:** Public users can submit an application & pay privilege tax.
- Fire Permits:** Public users can submit an application & pay fees.
- Alarm Registrations:** Public users can apply for new Alarm registrations, renew current registrations, and pay fees.

Public users can also search permits, licenses, and complaints by address, permit number, APN, Owner, or Contractor. Clicking on the Advance above the search box and then select how to search by clicking on Permit, Address, APN, Owner, Contractor, or Advanced below the search box number and name only.

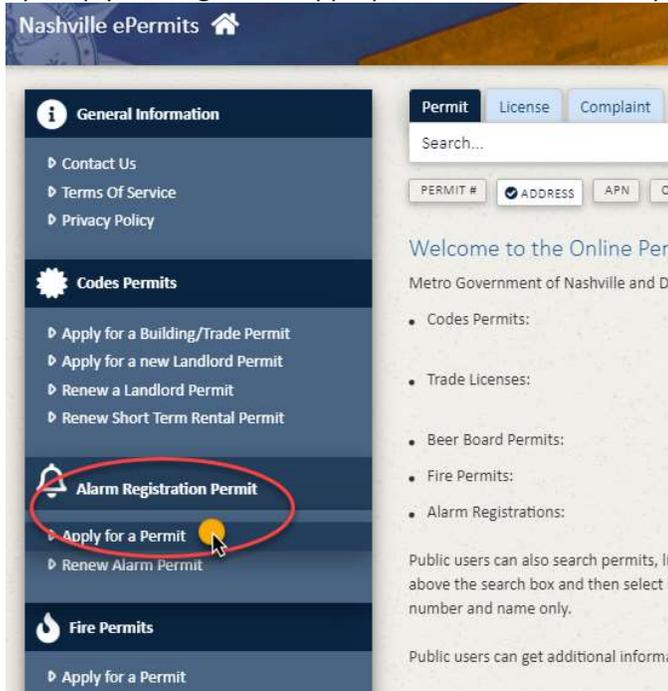
Public users can get additional information by clicking on the Contact Us link above and contacting the responsible department directly.

Public Users

Public users do not have to sign into the system and they can apply for some new permits, renew some permits, and search for permits, trade contractor licenses, or complaint cases.

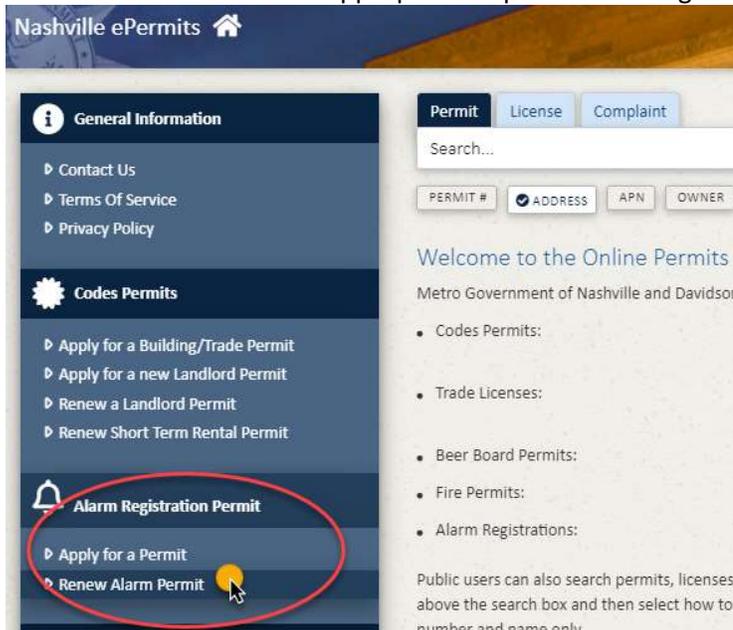
New permits

Public users are allowed to apply for Landlord Permits, Alarm Registration Permits, Fire Permits, and Beer Board Permits by simply clicking on the appropriate link under the Department listing on the left side of the screen.



Renewing a Permit

Public users can renew a current Landlord Permit, Alarm Registration Permit, and Short Term Rental Permits by clicking the renewal link under the appropriate department listing on the left side of the page.



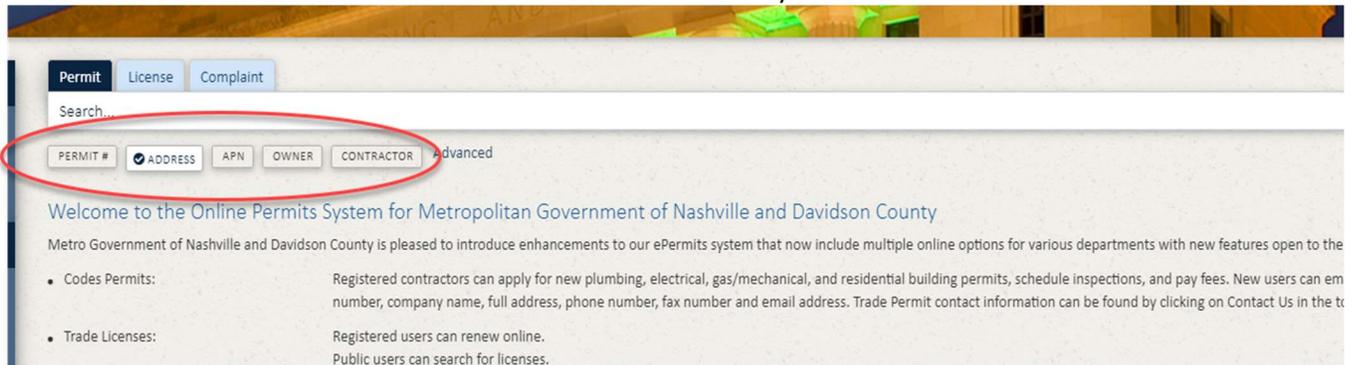
Search Functions

Public users can search for permits, Trade Contractor Licenses, and Complaint Cases. The search criteria can be by Permit#, Address, APN, Owner, or Contractor. There is also an Advanced search criteria that allows for multiple selections to narrow the search even further.

1. Search Type - Select the type of search by clicking on Permit, License, or Complaint across the top of the search bar. The chosen search type will be indicated by turning dark blue.



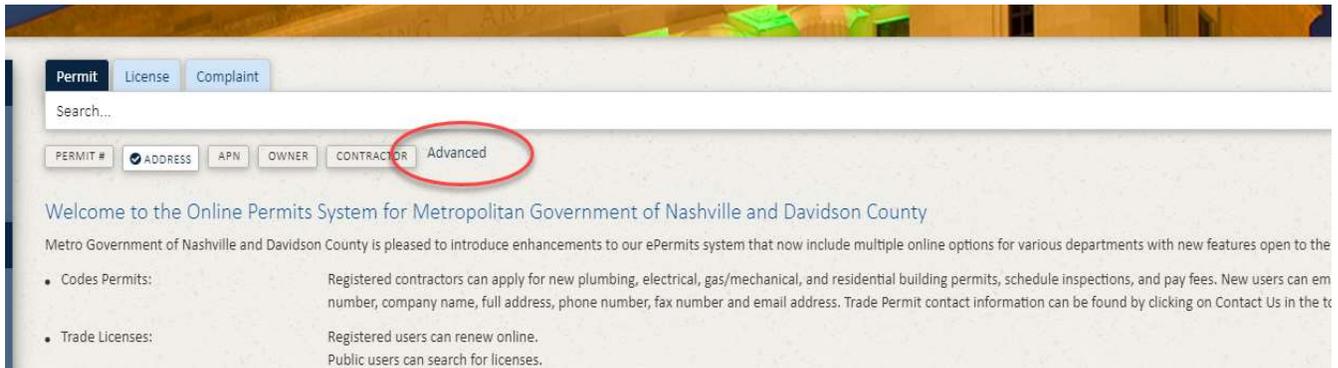
2. Search Criteria – Select the type of search criteria to be used by clicking on Permit#, Address, APN, Owner, or Contractor below the search bar. Note that Address is default as most public searches are done by using the location address. The chosen search criteria will be indicated by a blue check mark.



3. Search – Once the Search Type and Search Criteria are selected, enter the specific information you want to search for and click either the Enter key on the keyboard or the magnifying glass icon at the end of the search bar. In the example below, the user is searching for a Permit by using Address 700 2nd Ave.



- Advanced Search Criteria – To access the advanced search criteria, click on the word “Advanced”. The Advanced option page will open to allow for multiple search criteria to be entered. Click Search once all search criteria have been entered.



Advanced Search



All Expired Active

Permit Number	Type	License Number
<input type="text"/>	<input type="text" value="v"/>	<input type="text"/>

Number	Prefix	Street	Type	Post Dir
<input type="text"/>				
	N,E,S,W		AVE,ST,RD	N,E,S,W

Permit Name

APN (Assessors Parcel Number)	Applicant
<input type="text"/>	<input type="text"/>

Project Name	Location Description
<input type="text"/>	<input type="text"/>

Date Entered From	To
<input type="text"/>	<input type="text"/>

Date Issued From	To
<input type="text"/>	<input type="text"/>

Cancel

Search

Contractor Log Ins

Contractors with a valid State or Metro license can obtain an ePermits log in username and password by contacting the Codes Permit Issuance division at permitissuance@nashville.gov. Logged in contractors can apply for all public permits and also Codes building and trade permits. Most trade permits will allow for self-issuance with no need for a department review.

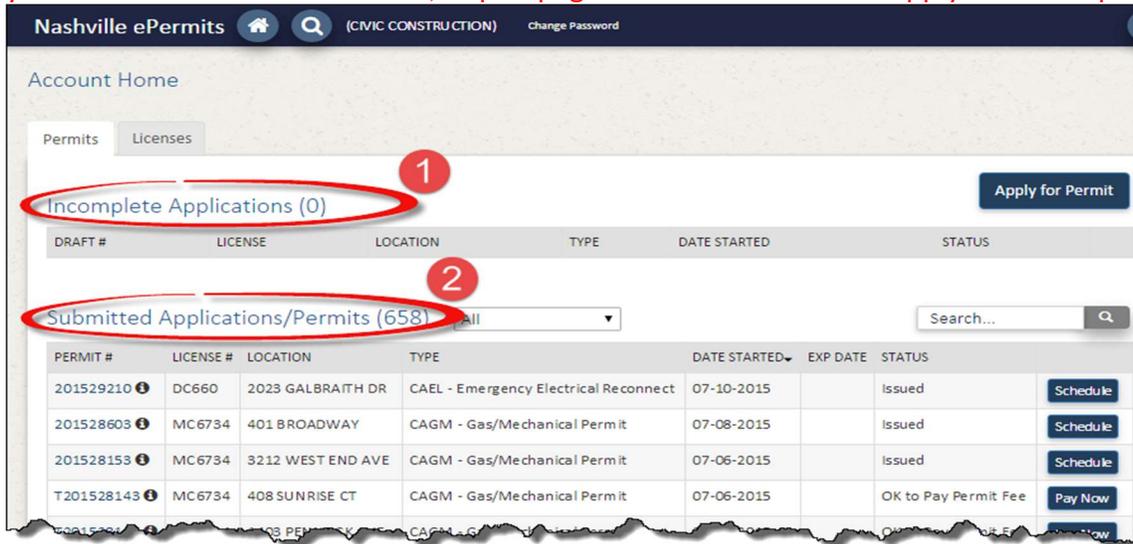
Logging In

1. Click on Apply for a Building/Trade Permit under Codes Permits. The user login page will open. Enter your username and password and click on the “Log in to ePermits” button.

The screenshot displays the Metro Government of Nashville and Davidson County Online Permits System interface. On the left, a navigation menu is visible, with the 'Codes Permits' section expanded. The option 'Apply for a Building/Trade Permit' is highlighted with a red circle and a mouse cursor. The main content area shows tabs for 'Permit', 'License', and 'Complaint'. Below the tabs, there is a search bar containing '700 2nd Ave' and several filter buttons: 'PERMIT #', 'ADDRESS', 'APN', 'OWNER', and 'CO'. A welcome message reads 'Welcome to the Online Permits System' and 'Metro Government of Nashville and Davidson County'. Below this, a list of permit categories is shown: Codes Permits, Trade Licenses, Beer Board Permits, Fire Permits, and Alarm Registrations. The bottom section is a 'Login' form with fields for 'Username' and 'Password', and buttons for 'Cancel' and 'Log in to ePermits'.

Account Home Page

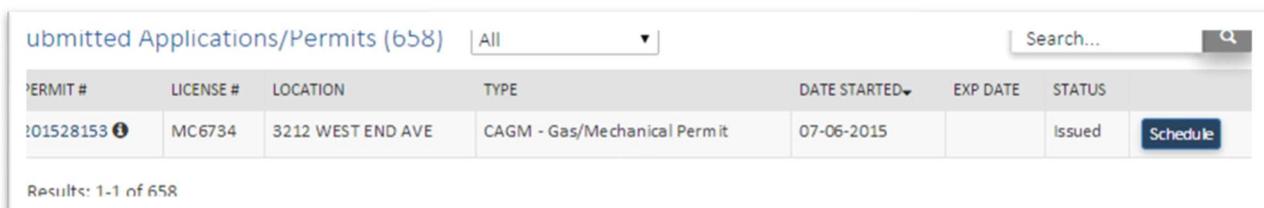
- The Account Home page will open. This page contains lists of 1.) Permit applications that have been started but not submitted—as well as 2.) Applications that have been submitted for review or issued. **If you have no records in either list, skip to page 9 in this document to apply for a new permit application.**



- Click on an application under Incomplete Applications to re-open an incomplete application. You may then continue entering your information and submit the application.
Note that Metro personnel cannot see or review records in the Incomplete Applications category as you have not formally submitted them yet.
- On the list of Submitted Applications/Permits— to quickly locate a permit you can enter the permit number in the search form and click the  button.



- The specific permit will be returned from the list.

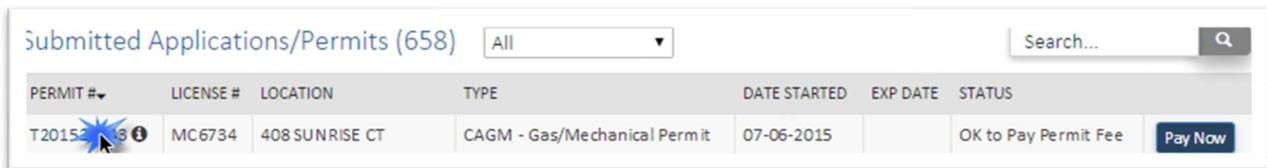


- Alternately, you can enter a permit address (or a portion of it such as a road name) in the search box and locate a permit by that method. NOTE: To clear the search, simply click the  button when the search box has no search criteria and all records will be shown.

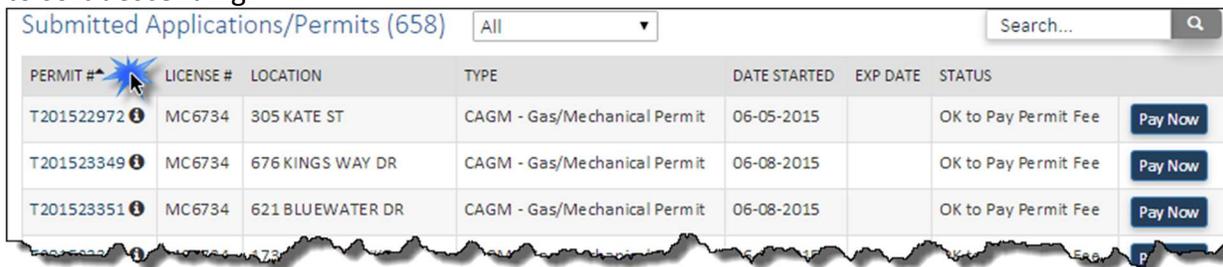
IMPORTANT NOTE

When you are searching within the Submitted Applications/Permits, you are searching only for permits submitted by you/your company.

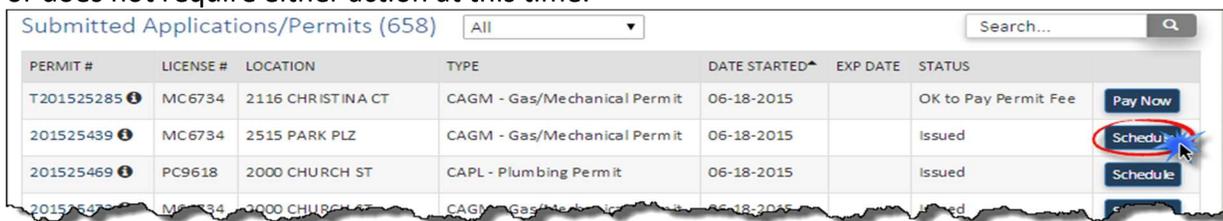
- If you wish to view the scope of any permit, click the  next to the permit number. If you desire more information about the permit, click on the permit number to view the permit details.



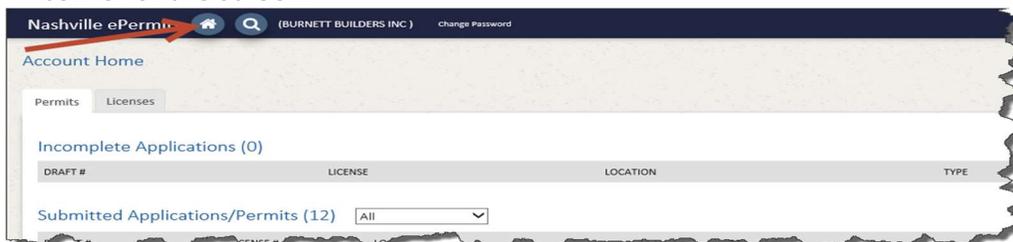
- If you want to sort the list by a column, simply click the column header once to sort ascending and again to sort descending.



- You may initiate scheduling an inspection or paying for permit fees (and re-inspection fees) directly from this screen by simply clicking the button if available. If the button is not available, the permit is not ready or does not require either action at this time.



- To return back to the permit listing on the Home page, click on the  button located in the top left corner of the screen.



Apply for Permit

1. From the Account Home Page, click the **Apply for Permit** button.

Account Home

Permits Licenses

Incomplete Applications (0)

DRAFT #	LICENSE	LOCATION	TYPE	DATE STARTED	STATUS
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Apply for Permit

2. On the next page, click the down arrow to select the permit type and sub-type you are applying for. The Terms & Conditions are required to be accepted. Be sure to read them and check the box to accept. Enter the Scope of Work and select the License to be used, then click Next in the bottom right corner. For permits that are independent and not under an existing Building permit, proceed to step 3. For permits that are dependent and will be under an existing Building permit, skip to step 15.

Apply for Permit Step 1 - What type of Permit are you applying for?

What type of Permit are you applying for? * **1**

What is the sub-type of Permit are you applying for? * **2**

CAEL- Electrical Permit CAELEC- Full Electrical Permit

Terms & Conditions

I certify that I am the agent of the owner, or other person in control of this property, and that the information given herein, and as shown on the application is true; and that I am authorized by said owner, or other person in control of this property, to obtain this permit. I understand that if the construction and/or installation for which this permit is issued is contrary to the requirements of Metropolitan codes or regulations, said violations must be corrected, and the permit may be voided. I further certify that I am in compliance with the T.C.A. 62-6-101 et seq. (Tennessee contractor's licensing act) for the work described in this permit. Work must start within six (6) months and must be completed within two (2) years of issue date. Permits become invalid if work does not start within six (6) months or is suspended for one (1) year after start date. Extensions of ninety (90) days each may be allowed in writing by the Director.

* **3** I understand that checking this checkbox means I have agreed to the terms and conditions above.

Additional Scope of Work *

Enter **4**

Your Licenses License #

Licensed State Electrical Contractor (9255)- **5** DC660

Cancel *are required < Back **6** Next

Independent Permits (Not Under an Existing Building Permit)

3. Specify if the permit being applied for is NOT under an existing building permit.

Apply for Permit

I wish to apply for a permit under an existing Building permit

OR

I wish to apply for a new permit (NOT under an existing Building permit)

- A permit not associated with an existing permit must be associated with a parcel/address. Once the selection is made to create ~~do~~ a new permit in this manner, an address search form appears. Enter the official address for the permit location and click the **Search** button.

Street Number: 15
 Prefix:
 Street Name: Lindsley
 Type:
 Post Dir:
 Suite:
 Search button highlighted with a red circle.

- A list of candidate addresses will be returned. Click the Select button to select the correct address. In some cases, addresses are very close to each other, be specific!

Found 2 matches

ADDRESS	CITY	STATE/ZIP	PROPERTY OWNER
15 B LINDSLEY AVE VERIZON / DTNASH - 126	NASHVILLE	TN 37210	
15 LINDSLEY AVE	NASHVILLE	TN 37210	SRE TENNESSEE 8, LLC

Select buttons are present for each row; the second one is highlighted with a red circle.

- Enter the Applicant and Contact Information and click the Next button in the bottom right corner. Click the My Information button to populate your company info with what we have on file. Fields with a red box are required and must be entered.

Permit Type: CAEL - CAELEC
 Permit Description: Full Electrical

Applicant Information
 COPY FROM: My information (highlighted with a red arrow), Contact, Clear fields

Contact Information
 COPY FROM: My information, Applicant, Clear fields

Company:
 Name: *

7. Upload files if needed and click Next. If no files are needed, simply click Next to continue.

Permit Type: CAEL - CAELEC
Permit Description: Full Electrical

Documents, Plans, Images

Current files Remove All

Upload Documents, Plans and/or Images

Choose file(s)
Or drop files here

Cancel < Back **Next**

8. Enter the applicable construction value and quantities for the permit.

Permit Type: CAEL - CAELEC
Permit Description: Full Electrical

Answer questions as accurately as possible.

CONTRVALUE -- Construction Contract Value

SEQ#	CODE	DESCRIPTION	
1	CONSTVALUE	Total Value of Construction (Used for Checking Monetary Limits)	2200 *

CAE1SERV -- Electrical Service

SEQ#	CODE	DESCRIPTION	
1	60 AMP	Electrical Service 60A	1
2	100 AMP	Electrical Service 100 Amp	
3	125 AMP	Elect Service 125 Amp	

9. Click the **Complete Application** button at the bottom.

13	UGPP	Underground Piping	
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Cancel * are required < Back **Complete Application**

10. Confirm the permit details. If they need to be corrected, click the [< Back](#) button. If everything looks good, click the [Submit For Review >](#) button.

Permit Type: CAGM - CAGM
 Permit Description: Gas/Mechanical Permit

Address
903 MAIN ST

Applicant
CLIFTON OGDEN
25 LINDSLEY AVE.
NASHVILLE, TN 37210
615-567-1000

Contact
CLIFTON OGDEN
25 LINDSLEY AVE.
NASHVILLE, TN 37210
615-567-1000

Scope of Work
Install two new HVAC units 10 ton each

CONTRVALUE - CONSTRUCTION CONTRACT VALUE		
CODE	DESCRIPTION	QUANTITY
CONSTVALUE	[CONTRVALUE] Total Value of Construction (Used for Checking Monetary Limits)	10,000.00
CAG1HVAC - GAS MECHANICAL HVAC		
CODE	DESCRIPTION	QUANTITY
PKGU	Package Units	2.00
CAG3TOTBTU - GAS MECHANICAL TOTAL BTU		
CODE	DESCRIPTION	QUANTITY
TONS	Cooling Tons	20

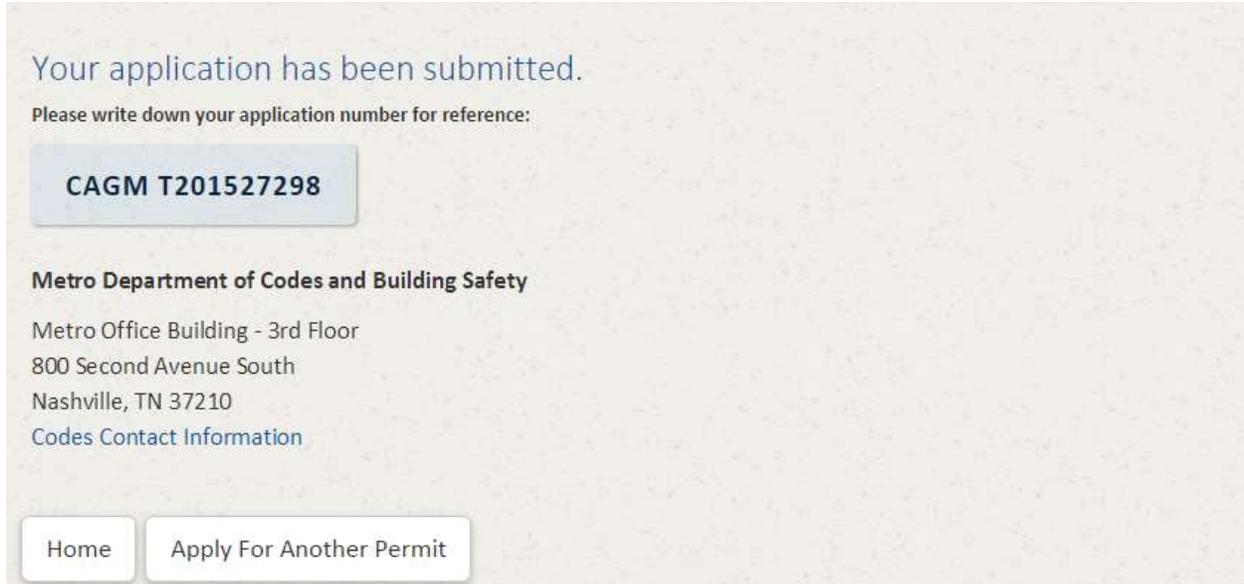
11. The application will now be submitted. It will take a few moments to submit the application during which an animation will appear.

Scope of Work
Install two new HVAC units 10 ton each



CONTRVALUE - CONSTRUCTION CONTRACT VALUE		
CODE	DESCRIPTION	QUANTITY
CONSTVALUE	[CONTRVALUE] Total Value of Construction (Used for Checking Monetary Limits)	10,000.00
CAG1HVAC - GAS MECHANICAL HVAC		
CODE	DESCRIPTION	QUANTITY

12. After successful submission, a confirmation page will appear and Metro will review the permit as soon as possible. Upon review you should get an e-mail with approval or rejection of the permit application.



13. To review the status of a permit, click the permit number on the Account Home.

PERMIT #	LICENSE #	LOCATION	TYPE	DATE STARTED	EXP DATE	STATUS
T201527298	VC461		CAGM - Gas/Mechanical Permit	07-22-2015	07-22-2016	Open

14. Scroll down to the **Reviews / Inspections** section to see the review or inspection details/results on a permit.

TYPE	DESCRIPTION	STATUS	COMPLETED BY	COMPLETED
REVIEW	Mechanical Payment Approval	APPROVED	Potter, Margo	Jun 24, 2015

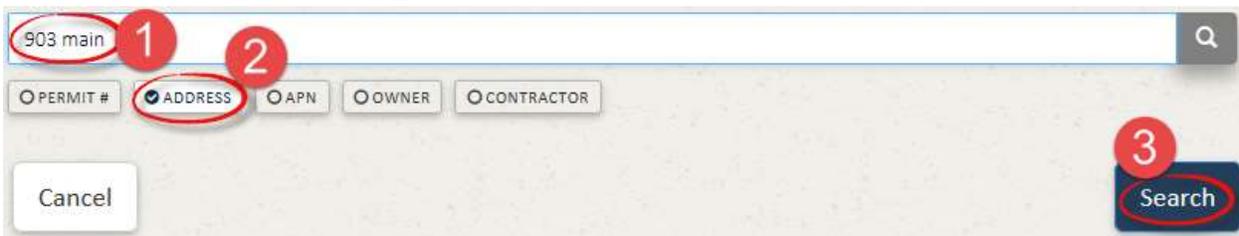
06/24/2015- MRP- YOUR APPLICATION HAS BEEN APPROVED FOR PAYMENT. PLEASE VERIFY THAT YOUR APPLICATION IS CORRECT *** BEFORE *** PAYING. HAVE A BLESSED DAY ! *****

Dependent Permits (Under and existing Building Permit)

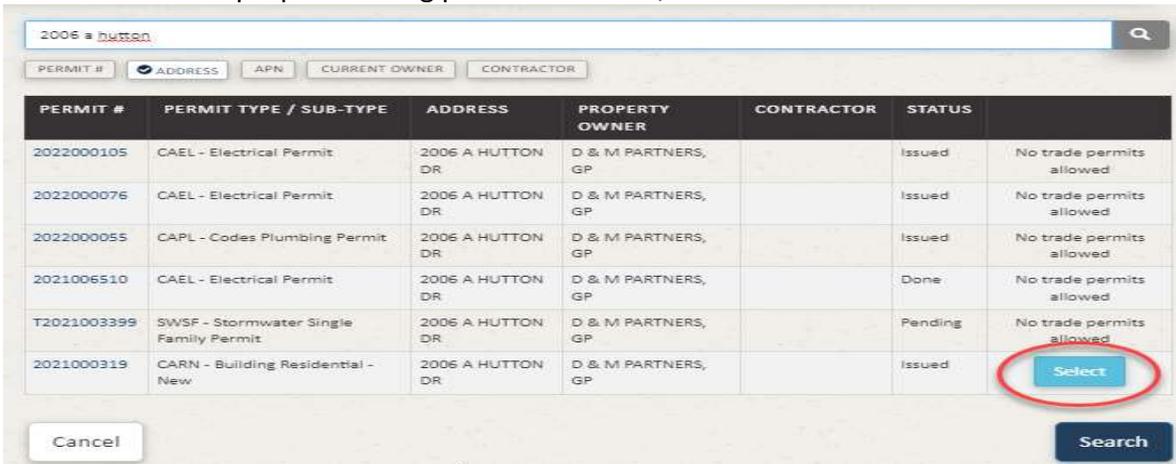
15. If the permit being applied for is under the scope of an existing parent (building permit), click the first button.



16. A search screen/page will appear. This search is to be used to locate the PARENT/BUILDING PERMIT using an address, a permit number, owner name, parcel number or prime contractor. Use the buttons under the search box to select the item you wish to search. By default it is set to Address. Enter some search criteria and click **Search**.



17. If you get zero results, check the address or permit number. You can also use a partial address in case you have the wrong street suffix (e.g. Rd vs Ave, etc.). Leaving off specifics such as the street type will typically result in more items found. Once results are listed, permits that are eligible for associated trade permits will show a select button. Permits that are not approved for trade permits will state “No trade permits allowed”. Again you can click the permit number to review the entire parent permit details. Once the proper building permit is located, click **Select**.



18. The key parent permit details will be displayed. Verify again that this is the correct parent permit. If it is confirmed correct, click Next in the bottom right corner.

Parent Permit Summary		Parcel/Address	
Number	CARN 2021000319	Address	2006 A HUTTON DR
Type	Building Residential - New / Single Family Residence	City & Zip	NASHVILLE, TN 37210
Status	ISSUE	Property	451873
Decision	Issued	Case Identification	3911377

Scope of Work

To construct a new HPR/duplex single family residence with 2265 sq. ft. of living space, 517 sq. ft. garage, and 324 sq. ft. of porches and/or decks. Minimum: 35.3' street/front setback contextual setback; 5' side setback(s); and, 20' rear setback. Minimum 6' between buildings. Must conform to all easements on property. Shall not exceed three stories with a maximum height of 45'. Height cannot exceed a ratio of 1.0 horizontal to 1.5 vertical. Total building coverage on parcel not to exceed 50%. Individual single and two-family lot tree density standards apply pursuant to M.C.L. 17.24.100, including at least one two-inch caliper tree for each thirty feet of lot frontage (or portion thereof), excluding alley frontage. Signage must be posted pursuant to M.C.L. 16.28.230, including project information signs, which shall be posted in English and Spanish with one double-sided 24" (vertical) x 36" (horizontal) sign posted for every fifty feet of site frontage, with no more than three signs required per street frontage. No construction and/or

19. On the next screen/page you can specify Applicant and Contact information. You can use the buttons at the top to copy information from your Metro Contractor record but also have the opportunity to modify the information to include a specific project manager or job foreman's information. When information has been entered, click the Next button in the bottom right corner.

Permit Type: CAEL - CAELEC
 Permit Description: Full Electrical

Applicant Information

COPY FROM

Company

Name
 *

Contact Information

COPY FROM

Company

Name
 *

20. Upload files if needed and click Next. If no files are needed, simply click Next to continue.

Permit Type: CAEL - CAELEC
 Permit Description: Full Electrical

Documents, Plans, Images

Current files Remove All

Upload Documents, Plans and/or Images

Choose file(s)
Or drop files here

Cancel < Back **Next**

21. On the next screen/page specify the construction value and the quantities for the job.

Permit Type: CAEL - CAELEC
 Permit Description: Full Electrical

Answer questions as accurately as possible.

CONTRVALUE -- Construction Contract Value

SEQ#	CODE	DESCRIPTION	
1	CONSTVALUE	Total Value of Construction (Used for Checking Monetary Limits)	2200 *

CAE1SERV -- Electrical Service

SEQ#	CODE	DESCRIPTION	
1	60 AMP	Electrical Service 60A	1
2	100 AMP	Electrical Service 100 Amp	▾
3	125 AMP	Elect Service 125 Amp	

22. When done entering the quantities, click **Complete Application** at the bottom of the page.

SEQ#	CODE	DESCRIPTION	QUANTITY
1	SWR	Number of Sewer Repairs?	
2	WTR	Number of Water Repairs?	
3	OFW	Number of Overflow Repairs?	

*are required

23. The system will take a few moments as the permit application is created in Metro's system and the fees for the permit are calculated. An animation on the page will show during that time.

3	EXTFIRE	Number of external fire backflow preventer?	
4	EXTIRRIGATN	Number of external irrigation backflow preventer?	
5	INTERNAL	Number of internal backflow preventer?	



CAPCONNECT -- Plumbing Connections

SEQ#	CODE	DESCRIPTION	QUANTITY
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24. After the fees are calculated, the Application Overview will be displayed along with the applicable fees. If you wish to make corrections to the quantities, click the **< Back** button. To proceed with the application, click the **Proceed to Payment >** button.

Address 903 MAIN ST	Applicant CLIFTON OGDEN 25 LINDSLEY AVE . , TN 37210 615-425-2000	Contact CLIFTON OGDEN 25 LINDSLEY AVE . , TN 37210 615-425-2000
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Scope of Work
Install plumbing fixtures in two bathrooms.

CONTRVALUE - CONSTRUCTION CONTRACT VALUE		
CODE	DESCRIPTION	QUANTITY
CONSTVALUE	Total Value of Construction (Used for Checking Monetary Limits)	10,000.00

CAP1RFXTX - PLUMBING RESIDENTIAL FIXTURES		
CODE	DESCRIPTION	QUANTITY
HWH	Number of Hot Water Heaters?	1.00
LAV	Number of Lavatories?	2.00
WTRCLS	Number of Water Closets?	2.00

CAP2CFXTX - PLUMBING COMMERCIAL FIXTURES		
CODE	DESCRIPTION	QUANTITY
DRKFNT	Number of Drinking Fountains?	1.00
URN	Number of Urinals?	2.00
COMSNK	Number of Commercial Sinks?	2.00

Fees

DESCRIPTION	VALUE	RATE	FEE
COMMERCIAL SINK	2	\$9.25	\$19.00
DRINKING FOUNTAINS	1	\$9.25	\$10.00
LAVATORY	2	\$9.25	\$19.00
URINALS	2	\$9.25	\$19.00
WATER CLOSETS	2	\$9.25	\$19.00
WATER HEATER	1	\$18.50	\$19.00
Sub-Total			\$105.00
* Convenience Fee			\$2.42
Total Fees			\$107.42

* A 2.30% convenience fee will be charged on all debit and credit card transactions. This fee is collected by a third party processor and Metro does not receive any part of it.

25. Click the My Information button to pre-populate your company info. Enter payment information and click **Submit Payment >** .

Permit Type: CAPL - CAPL
Permit Description: Plumbing Permit

Permit Fees \$105.00
Convenience Fee * \$2.42
\$107.42

The information being entered on this screen is secure.

COPY FROM My information Clear fields

Credit Card Number 
4055011111111111 *

Expire Date CVV
09/2015 * 123 *

Name on Card
CIVIC CONSTRUCTION *

Billing
25 LINDSLEY AVE *

City State Zip
Nashville * Tennessee * 37210 X *

Email Phone
BILL@CIVICINC.COM * 615-425-2000 *

** A 2.30% convenience fee will be charged on all debit and credit card transactions. This fee is collected by a third party processor and Metro does not receive any part of it. By clicking on "Submit Payment >" below, you acknowledge that you understand that the convenience fee will be charged as calculated above and you agree to pay this fee. Your payment will then be submitted for processing. If you do not wish to process this payment as calculated above, click on "Cancel" or "Pay by Another Method" below to exit this screen.*

Cancel *are required < Back Pay by Another Method **Submit Payment >**

26. While the payment is being processed, you will see an animation on the screen for approximately 10 seconds. Do not click the Submit Payment button again or you may be charged twice.

The information being entered on this screen is secure.

COPY FROM My information Clear fields

Credit Card Number  

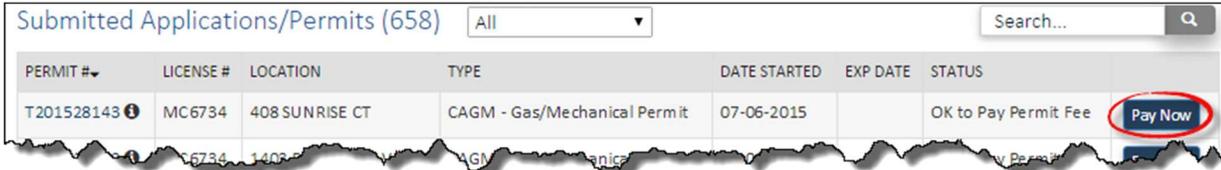
27. After payment is successful, a confirmation page will display your permit number and the **Print** button will allow you to print your permit. You may also begin a new permit application from this screen or return to your Account Home page.

The screenshot shows a confirmation page with a light beige background. At the top, the text "Your permit has been issued." is displayed in a blue font. Below this, a prompt reads "Please write down your permit number for reference:". The permit number "CAPL 201529267" is shown in a light blue rounded rectangle. The department name "Metro Department of Codes and Building Safety" is listed, followed by the address: "Metro Office Building - 3rd Floor", "800 Second Avenue South", and "Nashville, TN 37210". A link for "Codes Contact Information" is provided. At the bottom of the main content area, there are three buttons: "Home", "Apply For Another Permit", and "Print". A dark grey bar at the bottom contains the text "Permit Summary" and a "Print" button. The bottom edge of the page is decorated with a torn paper effect. A table at the very bottom shows the permit number and its value.

Permit Number	Value
Permit Number	CAPL 201529267

Permit Fee Payment

1. The Pay Now button is only available after Metro has reviewed the permit application and there is a balance due on the permit. When this is the case, the **Pay Now** button will be displayed next the permit on your account home page after logging in.



2. Click the **Pay Now** button to proceed with fee payments. The payment form will open. Enter your payment information. You can quickly enter default information by clicking the button to **COPY FROM My information**. When you have completed entering payment information affirm to the charge by clicking **Submit Payment >**

Permit Payment

The information being entered on this screen is secure.

COPY FROM My information Clear fields

VISA MasterCard AMERICAN EXPRESS DISCOVER

Credit Card Number
4055011111111111 *

Expire Date 12/2015 * **CVV** 132 *

Name on Card
CIVIC CONSTRUCTION *

Billing
25 LINDSLEY AVE *

City Nashville * **State** Tennes: * **Zip** 37210 *

Email BILL@CIVICINC.COM * **Phone** 615-425-2000 *

Permit Summary

Permit Number CAGM T201528143
Type Gas / Mech Permit - Vc, Mc / Gas / Mech Permit
Status OK to Pay Permit Fee
Application Date Jul 6, 2015
Decision OK to Pay Permit Fee

Scope of Work

REPLACE 4 TON FURNACE, COIL, CONDENSER HORZ IN ATTIC.

Fees & Payment

FEE CODE	DESCRIPTION	FEE AMOUNT
CAGFRUNACE	FURNACE	\$10.00
CAGBTU	TOTAL BTU FEE	\$64.00
CAGCONDENS	CONDENSER	\$10.00
	Convenience Fee *	\$1.93
	Total Fees	\$85.93

* A 2.30% convenience fee will be charged on all debit and credit card transactions. This fee is collected by a third party processor and Metro does not receive any part of it. By clicking "Submit Payment >", you acknowledge that you understand that the convenience fee will be charged as calculated above and you agree to pay this fee. Your payment will then be submitted for processing.

Cancel **Submit Payment >**

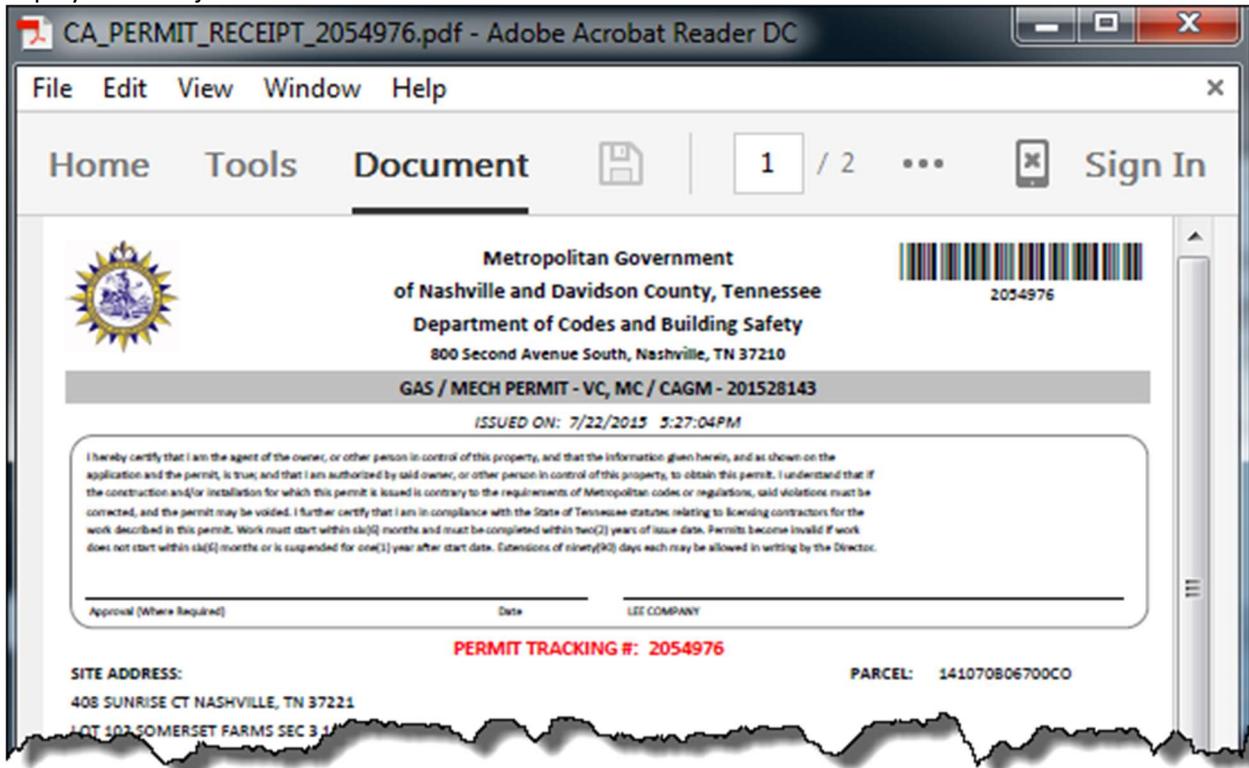
3. After a few moments, if the payment was successful, the permit issuance confirmation page will be shown. Click the **Print** button to print the permit/receipt.

The screenshot shows a web interface for permit issuance. At the top, it says "Your permit has been issued." and "Please write down your permit number for reference:" followed by a box containing "CAGM 201528143". Below this is a sidebar with "Metro Depa...", "Metro Office", "800 Second /", "Nashville, TN", and "Codes Conta". A "Home" button is also present. A "Print" button is circled in red in the top right. An "Available Reports" popup window is open, listing "CA Conditions of Approval" and "CA Permit Receipt", both with "print" links circled in red. A green arrow points from the "print" link in the popup to the "Print" button on the main page. Below the popup is a "Permit Summary" section with a "Print" button. The summary includes: Permit Number: CAGM 201528143; Type: Gas / Mech Permit - Vc, Mc / Gas / Mech Permit; Status: Issued; Application Date: Jul 6, 2015; Date Issued: Jul 22, 2015; Decision: Issued. Below this is a "Scope of Work" section with the text "REPLACE 4 TON FURNACE, COIL, CONDENSER HORZ IN ATTIC." and a "Parcel/Address" section with the address "408 SUNRISE CT, NASHVILLE, TN 37221".

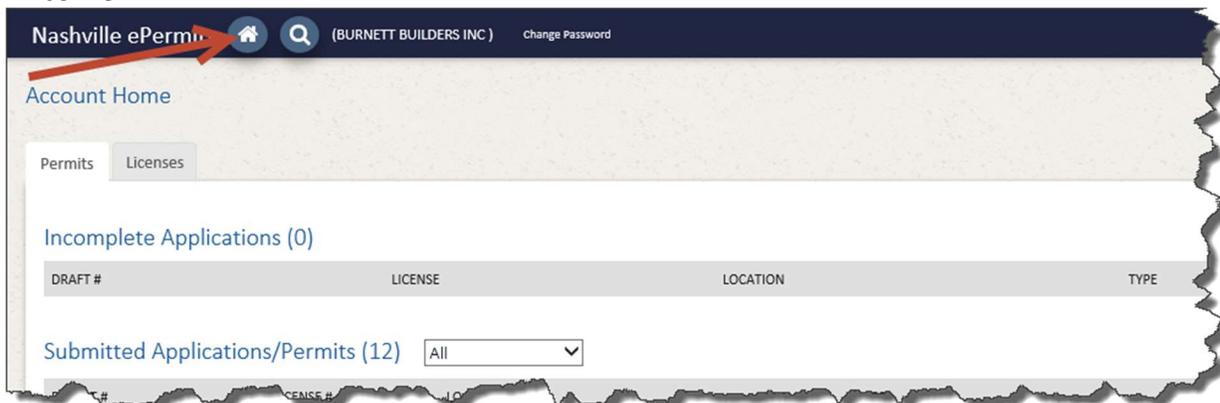
4. Depending on your web browser and browser settings, your permit may automatically open or you may be prompted to open or save as the file.

The screenshot shows a file download dialog box with the text "Do you want to open or save CA_PERMIT_RECEIPT_2054976.pdf (78.2 KB)". The "Open" button is circled in red. There are also "Save" and "Cancel" buttons.

5. You may also select Save or Save As if you wish to save the PDF to your local computer. You can also return to the permit and print the receipt/placard at a later time. You will need software to read PDF files to open and view the permit if you don't already have it. If you do not have an application to read PDFs, you can download Adobe Reader for free at <http://www.adobe.com>. The permit is to be printed and displayed at the jobsite.



6. To return back to the permit listing on the Home page, click on the  button located in the top left corner



7. This permit will now appear in the system as issued and inspections may now be scheduled.

PERMIT #	LICENSE #	LOCATION	TYPE	DATE STARTED	EXP DATE	STATUS
201528143	MC6734	408 SUNRISE CT	CAGM - Gas/Mechanical Permit	07-06-2015		Issued

Inspection Scheduling

8. From the Home page, click on the **Schedule** button for the correct permit.

PERMIT #	LICENSE #	LOCATION	TYPE	DATE STARTED	EXP DATE	STATUS
T201525285	MC6734	2116 CHRISTINA CT	CAGM - Gas/Mechanical Permit	06-18-2015		OK to Pay Permit Fee
201525439	MC6734	2515 PARK PLZ	CAGM - Gas/Mechanical Permit	06-18-2015		Issued
201525469	PC9618	2000 CHURCH ST	CAPL - Plumbing Permit	06-18-2015		Issued

9. The inspection form will appear. Select the inspection type desired and enter any comments, a contact name and phone number (if different from your contractor record with Metro). Pick a day for the inspection and click **Schedule** and the inspection request will be recorded.

Type: Gas / Mech Permit - Vc, Mc / Gas / Mech Permit
 Permit: CAGM 201525439
 Issued: 06-18-2015
 Expires:

Contractor:

Address:
 2515 PARK PLZ
 NASHVILLE, TN 37203

*are required

Inspection Types * 1

Gas Mechanical Rough In
 Gas Mechanical Progress
 Gas Mechanical Final

Special Instructions / Comments

Come to the back of the building. [Do not enter security information here!] 2

Contact Name * 3

Jesse James

Contact Phone * 4

615-425-2000

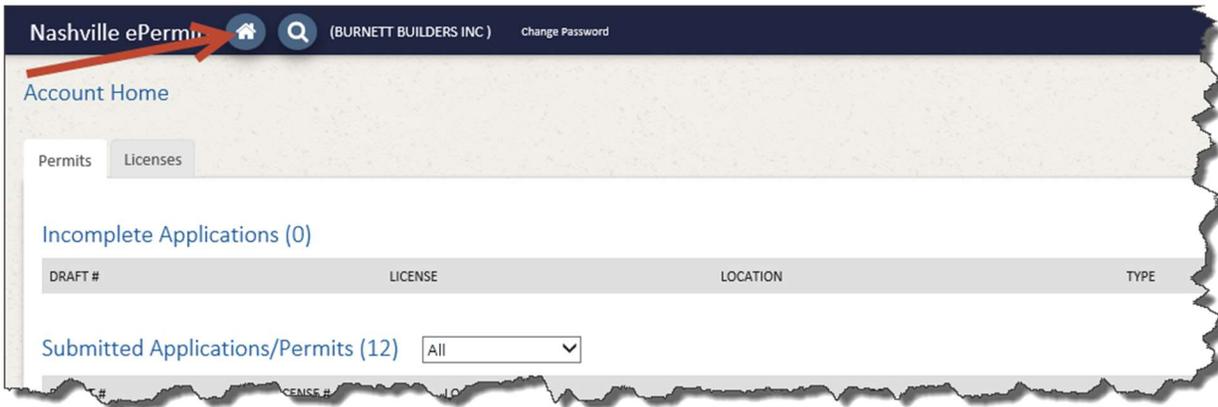
Date of Inspection * 5

07-23-2015

Schedule 6

Cancel

10. To return back to the permit listing on the Home page, click on the  button located in the top left corner



11. If you review your permit in the list again, you will notice you can cancel the inspection or request another different inspection. Note that the system will not allow inspection cancellations the day of the scheduled inspection.

